

Minutes
DCMC Training Executive Steering Group
March 2, 1999

Attendees:

Ms. Marialane Schultz	DCMC-B (Deputy)
Mr. Robert Schmitt	DCMC-O (Deputy)
Ms. Kathy Zalonis	DCMC-OC
Captain Jerry Derrick	DCMC-P (Deputy)
Ms. Donna McKalip	DCMC-AC
Ms. Marcia Case	DCMC-BA
Mr. Steve Herlihy	DCMC-BG
Mr. Willie Foreman	DCMC-BG
Ms. Donna Butler	DCMC-BG

Meeting Objectives:

- Discuss purpose of the Training Executive Steering Group and its concept of operations
- Finalize Training Executive Steering Group charter
- Discuss DCMC's draft Training Plan
- Brainstorm future agenda items

Discussion:

1. **Introduction** (Ms. Marialane Schultz) - Ms. Schultz, Chair of the Steering Group, welcomed members to the meeting. Ms. Schultz's provided background on the need for the group and discussed the objectives for the meeting. Group discussion centered on the envisioned role of the group and how it will support the Command's workforce development strategy. The group agreed that the membership mix positions the group to provide an integrated approach to training and development that has been absent in the past. The group discussed frequency of meetings, and decided to meet monthly (initially) and reduce frequency if the need arises.
2. **Charter Review:** Ms. Schultz led the group in a review of the charter.
 - 2.1. Name of the group: Does the group need to change its name to reflect the larger scope of Workforce Strategy or stay with training issues? The group discussed whether the current training plan framework is too narrow to cover Command issues beyond those addressed by the draft charter. The group decided to start with the training portion of workforce strategy (as reflected in the draft charter), then grow incrementally to accommodate changes, concerns or adjustments.
 - 2.2. Membership: The group discussed the role of the Districts in support of the Training Executive Steering Group. The group decided that District participation is important. Ms. Schultz will contact the District Deputy Commanders to identify appropriate participants for the Steering Group.
 - 2.3. Objectives: The group discussed objectives and expectations. Envisioned products/outcomes of the groups were also discussed. Suggested products/outcomes included: annual assessments of the field's requirements; annual review/revision of the Training Plan; review of District's execution of training; Steering Group

recommendations/decisions for priority trade-offs for the Command, and review of Business Cases for unscheduled training needs. The dialog ended with the group suggesting changes to the objectives in line with the above-discussed areas.

- 2.4. Methodology: Meeting frequency was discussed earlier in the meeting. It was agreed that the meeting schedule will be adjusted as required (initial planning is for monthly meetings). It was suggested that meetings may become more frequent to coincide with budget planning at the beginning/end of the fiscal year. Not other comments on methodology.
- 2.5. Reports: The group agreed with the procedure for reviewing/approving minutes and posting them to the DCMC Home Page. Sensitive issues not for release to the general public will be addressed as attachments, but not posted to the Web. The minutes will also be provided to General Malishenko and the Executive Team.
- 2.6. Charter Updates/Cancellations: The group agreed on revised wording in this section.
- 2.7. Actions
- 2.8. Actions:

- DCMC-B to contact Col. O'Lear and District Deputy Commanders to discuss representation on the group.
- DCMC-BG to brief the Union on the DCMC training plan, including the establishment of the Training Executive Steering Group.
- Executive Secretary to make all discussed changes to the charter (DCMC-AC membership, objectives, reports, and updates/cancellations). Revised charter will be sent to all members for endorsement prior to Executive Team coordination and request for approval from General Malishenko.

3. **Training Plan Overview:** Steve Herlihy, DCMC-BG, provided an overview of the DCMC Training Plan. He discussed the need for the plan, challenges facing training management, the role of distance learning, training and the business planning cycle, and the current training metrics. The training plan has been coordinated with HQ and the Districts and needs coordination with the union. Group discussed the contents of the plan and the need to review the plan again for currency and revalidation of the attachments on Training Management Initiatives and Course Development and Update Activities.

3.1. Actions:

- DCMC-BG will expand training planning cycle chart to include execution year activities. Will become part of agenda for future meetings.
- DCMC-BG will provide members with list of DCMC-owned courses, associated points of contacts, and lead agents.

4. **Open Discussion:** Items under this topic were discussed earlier. The group decided that the training-related roles of HQ (-O, -B, -P, and -A), process owners, Lead Agents, SFAs, and the Districts should be reviewed for potential overlap. The group also brainstormed on possible agenda items for next meeting and came up with the following: financial report (to become a recurring agenda item); where we are in terms of the planning process; metrics; SFA contribution/role in training management; Mid Level Development Program (MLDP) Project Update; DSMC quota management.

- 4.1. MLDP Project: Mr. Willie Foreman (DCMC-BG), MLDP Program Manager, asked for the group's assistance in identifying projects for this year's MLDP class. The class is required to complete a project for DCMC. The project should be broad and challenging,

and provide benefit to the Command. All projects will be out-briefed at the September 24, 1999 graduation ceremony.

4.2. Actions:

- DCMC-BG to invite Doug Davy, Customer Liaison Representative at DSMC, to brief DSMC “quota management” issues at April meeting.
- DCMC-BG to lay out the “training” responsibilities of Lead Agents, SFAs, and Process Owners, and highlight any conflicts/overlaps in existing guidance.
- Invite Dee Dee Adams, HQ Quality SFA, to brief status of certification PAT.
- Group members to solicit respective organizations for MLDP project candidates. Executive Secretary will collect and compile the candidate projects and distribute to group members for final selection, which will then be forwarded to General Malishenko.
- Executive Secretary to set time/place for April meeting and send draft agenda to members for review/comment.

Action Item Review: The Executive Secretary, Ms. Butler, provided a review of the action items generated during the meeting (see Attachment).

Summary:

Ms. Schultz thanked the members for their attendance and support. The minutes will be sent out for comment to all members. The group will review the minutes, and all comments will be incorporated into the final revised copy by the Executive Secretary prior to having them posted to the DCMC Home Page.

Next Meeting: Tuesday, April 5, 1999, 0900-1130, Room 4601.

Minutes Confirmed:

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MARIALANE SCHULTZ

Chairperson, Training Executive Steering Group

Attachment

TRAINING EXECUTIVE STEERING GROUP
ACTION ITEM LIST

ACTION ITEM NO.	DESCRIPTION	OPR	ECD
99-001	Invite D. Davy, DSMC CLR, to brief at April meeting on DSMCs quota management process	DCMC-BG D. Butler	3/12/99
99-002	Lay out training-related responsibilities of Lead Agents, SFAs & process owners in order to identify overlaps/conflicts in existing guidance.	DCMC-BG S. Herlihy	3/30/99
99-003	Invite Dee Dee Adams, Quality SFA, to brief on status of Certification PAT.	DCMC-O R. Schmitt	3/12/99
99-004	Contact District Deputy Commanders & Col O'Lear concerning representation on Steering Group.	DCMC-B1 M. Schultz	3/5/99
99-005	Revise charter. Send to group for final endorsement, then to General Malishenko for approval.	DCMC-BG D. Butler	3/19/99
99-006	Brief Union on Training Plan and Executive Steering Group activities.	DCMC-BG S. Herlihy	3/30/99
99-007	Expand training planning cycle chart to include yearly budget execution activities.	DCMC-BG S. Herlihy	3/5/99
99-008	Provide group members w/list of DCMC-owned courses, POCs and Lead Agents.	DCMC-BG S. Herlihy	4/1/99
99-009	Provide candidates for MLDP project to D. Butler	ALL	3/30/99
99-010	(a) Set time/place for next meeting. (b) Coordinate meeting minutes and post on web.	DCMC-BG D. Butler	3/12/99